

**The Hazardous Material Center
(HazMart)
Directorate of Logistics, Supply & Services Division**

01 DEC 2010

**External-Standard Operating Procedures
(E-SOP)**

**Building 1840
Phone: 678-7424
FAX: 678-8050**



Mission Statement

Provide a world class environmental compliance program through increased environmental awareness training and use of a centralized life management system guiding all organizations located on White Sands Missile Range to improve hazardous material reduction.

GENERAL

Purpose

The purpose is to provide standard operating procedures (SOP) to the White Sands Missile Range (WSMR) community (military, government and contractor employees, minus family housing) for the management of hazardous material in compliance with the Hazardous Material Management Program (HMMP).

Scope

The policies and procedures outlined in this SOP provide guidance to White Sands Hazardous Material (WSHM) personnel to control inventories of hazardous materials while in compliance with federal, state, and Army regulations.

References

- AR 200-1, Environmental Protection and Enhancement
- AR 385-10, Army Safety Program
- AR 700-141, Hazardous Materials Information Resource System
- AR 710-2, Supply Policy Below the National Level
- AR 735-5, Policies and Procedures for Property Accountability
- DA Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures)
- DA Pamphlet 710-2-2, Supply Support Activity Supply System: Manual Procedures
- DA PAM 710-7 Hazardous Material Management Program
- DOD 4140.1-R, Supply Chain Material Management Regulation
- DODI 6050.05, DOD Hazard Communication
- DTR 4500.9-R, Defense Transportation Regulation (DTR), Part II
- FM 10-15, Basic Doctrine Manual for Supply and Storage
- TM 38-410, Storage and Handling of Hazardous Materials
- WSMR 200-1, Hazardous Waste/Material Management

WSMR - HazMart RESPONSIBILITIES

HazMart will provide inventory control for hazardous materials to WSMR customers that have a Unit Identification Code *UIC* or Department of Defense Activity Address Code *DODAAC* when ordering, purchasing, receiving, and storing specific hazardous chemicals and products. The main focus of the HazMart program is to follow the guidelines established through HMMP. The HMMP was established to provide standard Army practices for the centralized control and management of hazardous material. The goal is to reduce costs, reduce the disposal of hazardous material, support the pollution prevention program, and provide support without interfering with an organization's mission.

HazMart will use the most current Army designated automated system (Hazardous Material Management System (HMMS-2010) to provide centralized tracking (utilization and location) of hazardous material used on WSMR. The use of this system allows the HazMart to generate tracking labels, monitor inventories for use in the Free Issue Program (FIP), remain within Environmental Protection Agency guidelines, and generate reports of hazardous material usage. The HazMart **will process all hazardous material**, except for the following products:

- * Weapons and ammunition
- * Explosives / Pyrotechnics
- * Propellants
- * Bulk fuel
- * Medical material/products
- * Biohazard Material
- * Nuclear, Biological, and Chemical (NBC) products

The largest volume of hazardous material processed by the HazMart normally consists of cleaning solvents, adhesives, paint, dry cell batteries, and lubricants. Some examples of hazardous material characteristics may include: ignitability, corrosive, reactive, toxic, and potential environmental pollutant materials.

Cost avoidance originates from reducing the amount of excess hazardous material purchased (installation wide); thus reducing the amount of hazardous waste disposal. HazMart, as the central storage point, will use the FIP to redistribute excess hazardous material on WSMR. The FIP allows the reuse of excess material, assist in generating less waste, and the need for smaller inventories per location. This practice should decrease the potential for spills and personnel exposure throughout WSMR. Upon request, the HazMart will provide the customer with feedback on hazardous material issued. The FIP will also give the customer feedback on total costs avoided to date.

ACQUIRING HAZARDOUS MATERIALS

Purchasing Hazardous Materials with Government Credit Card under \$3K

1. Requestor / User will email request for product to: immediate Manager/Supervisor.
2. The Manager/Supervisor will concur via email to their Division Chief.
3. Upon the Division Chief receiving recommendation, the Division Chief will email his/her concurrence or non-concurrence to the Resource Management Office.
4. Upon approval by the Division Chief, the Resource Management Office will fund if funds are available and email the request to their Purchasing Agent (PA).
5. The PA will then enter into Purchase Card Management System (PCMS) to open a new purchase request. The PA will use the data entered on the request form to fill in the fields required in the PCMS.
6. Upon the PA receiving FINAL approvals from Billing Official (BO), Supply Support Activity (SSA), and Resource Management (RM) Office, the PA will make the purchase. The PA will NOT purchase anything until approved by the Certifying Officials via PCMS.
7. If the hazardous material (purchased with a government credit card) is not received or routed through the SSA, it will be the responsibility of the customer to fill out the HazMart Label Request Form and contact the HazMart.
8. If the item requested through PCMS is found by the Supply Support Activity to be a Military Standard Requisitioning and Issue Procedures (MILSTRIP) item, you must requisition through the Supply Support Activity (SSA) located in building 1870.

Requisitioning Hazardous Materials

All units supported by the Directorate of Logistics Supply Support Activity (SSA) will prepare one of the following documents to request hazardous materials:

1. **DA Form 2765-1** "Request For Issue or Turn-In," Issuance: DA PAM 710-2-1
2. Unit Level Logistics System (ULLS) requisition **diskette**
3. Standard Army Maintenance System (SAMS) requisition **diskette**
4. ULLS and SAMS off-line requisition **computer form**
5. **DD Form 1348-6** "SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT, DOD (MANUAL-LONG FORM)" (Non-Line Item Request), Issuance: DOD 4000.25-1-M or DA PAM 710-2-1"

Forms may be acquired by going to the Z- drive, DOL, HazMart, or through this web-site:
<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

Free Issue – Check-out

1. Customer contacts HazMart to determine if the hazardous material items they need are available for check-out through the Free Issue Program.
2. If the needed hazardous material items are available, the Hazardous Material Free Issue Form will be filled out by the customer and signed by the customer with appropriate information of their organization (name, phone #, bldg #, and/or UIC/DODAAC). *Forms may be acquired by going to the Z- drive, DOL, HazMart or through the HazMart.* HazMart employees will offer the customer the Material Safety Data Sheet (MSDS) for the hazardous material. The barcode information will be transferred to the customer out of Free Issue, giving the customer the responsibility of the hazardous material.

Forms may be acquired by going to the Z- drive, DOL, HazMart or through the HazMart.

REQUIRED HazMart LABEL PROCEDURES

If customer acquired Hazardous Material through the SSA, required bar coding as follows:

1. Once hazardous material is received through SSA all material will be labeled using the HazMart labels.
2. The customer will be notified when their labeled hazardous material(s) are ready for pick-up at the SSA. When the customer comes into the SSA to pick the Hazardous materials that arrived through the SSA, the customer will sign a DA200 verifying receipt of the item and HMMS label(s) attached to the respective item.

If customer **did not** acquire Hazardous Material through the SSA, required label procedure are as follows:

1. The customer is required to provide HazMart with all the necessary information on the HazMart Label Request Form. *Forms may be acquired by going to the Z- drive, DOL, HazMart or through the HazMart.*
2. HazMart will contact customer when their HazMart label(s) are ready for pick-up at the HazMart. The customer will be provided a completed DA200 to be signed verifying receipt of labeled hazardous material.

All hazardous material (to include what is currently on the customers shelves/both old and new) located on or used on WSMR must be tracked through the HazMart.

Upon all initial customer requests for hazardous material, a Point of Contact (POC) Form will be required by HazMart either at time of request or at time of receipt. *Forms may be acquired by going to the Z- drive, DOL, HazMart or through the HazMart.*

MSDS MANAGEMENT

It is the responsibility of the customer to maintain and update their MSDS information for the hazardous materials on hand and the Right to Know Station for their respected locations.

The HazMart can be utilized as a central repository for all MSDS information utilized on WSMR. HazMart may assist customers in researching for their required MSDS for their location and hazardous materials on hand if time allows. Upon request, an MSDS can be provided for any hazardous material that is issued by the HazMart provided the item was tracked through the HMMS.

The manufacturer's MSDS provides accurate and complete information regarding the proper procedures for handling, storing, and disposing of hazardous material by helping to identify the hazards associated with a product. The manufacturer's MSDS is the ideal **and recommended** version to use and maintain in the workplace.

HAZARDOUS MATERIAL TURN-IN PROCEDURES

Empty Hazardous Material Container(s)

Once the hazardous material container is completely empty, only the HMMS barcode label will be returned to HazMart. The empty container (minus the label) will be disposed of at the Hazardous Waste Management Center located in building 1870.

Expired Hazardous Material

1. If the hazardous material shelf-life has expired per the manufacturer's expiration date, the container and the barcode information will be returned to the HazMart to be recorded, by using the Hazardous Material Turn-In Form and evaluated for shelf-life extension.
2. If it is determined the shelf-life of the hazardous material can be extended, per a manufacturer's extension letter, the customer can reclaim the hazardous material or turn-in for Free Issue.
3. If it is determined that the shelf-life of the hazardous material cannot be extended per the manufacturer, the hazardous material will be deemed as no longer usable for its intended purpose by the HazMart and disposed of properly in the HazMart Satellite Accumulation Point.
4. If the customer has hazardous material that has not been previously labeled with a HazMart label, the customer will bring the manufacturer's MSDS along with the material to the HazMart.

Excess Hazardous Material

1. Bring excess hazardous material (full or partial) to HazMart with manufacturer MSDS for evaluation of re-use for the Free Issue Program.
2. Excess hazardous material (intended for turn-in) will be evaluated based on:
 - Serviceability
 - Original manufacturer container in good condition (not leaking, excessively rusty, or damaged)
 - Original manufacturer label in identifiable and readable condition
3. Excess hazardous material that cannot be reissued will be collected and disposed of in the HAZMART SAP
4. Using the Hazardous Material Free Issue Form, the customer will fill out and provide the required information (customer name, phone number, building number, DODAAC/UIC, and turn-in or check out marked) along with the hazardous material information (product name, part number, HazMart barcode number, and quantity) and sign form.

Turn-In of Batteries

1. Rechargeable, other than vehicle batteries, will be turned in to the Hazardous Waste Management Center (HWMC) located in building 1870. For guidance of how to turn-in rechargeable batteries, you may ask for the HWMC SOP by calling (575) 678-4641.
2. Rechargeable vehicle batteries will be turned in to the Supply Support Activity (SSA) located in building 1870. For guidance of how to turn-in vehicle batteries, you may ask the SSA SOP by calling (575) 678-1522.

Turn-In of Printer Cartridges

The HazMart will accept all printer cartridges (new or used) without any documentation during operating hours.

HAZARDOUS MATERIAL RELATED EMERGENCY CONTACTS

**** Emergency 911 ****

| | |
|---|----------------|
| WSMR Police Department | (575) 678-1234 |
| WSMR Fire Station #1 (Main Post) | (575) 678-5105 |
| WSMR Fire Station #2 (Nike Rd) | (575) 768-9128 |
| McAfee – Treatment Room | (575) 678-2882 |
| Directorate of Installation Safety (Test Center) | (575) 678-1019 |
| Directorate of Installation Safety (U.S. Army Garrison) | (575) 678-1211 |
| Industrial Hygiene | (575) 678-4025 |
| Environmental Compliance Branch | (575) 678-1007 |
| Hazardous Waste Management Center | (575) 678-2481 |
| HazMart Site Manager | (575) 915-2665 |

HAZMART CONTACT INFORMATION

Hours of operation are:

| | |
|-------------------|-------------|
| Monday – Thursday | 0730 – 1600 |
| Friday | 0700 – 1530 |

The HazMart is located at Building 1840, South West corner of Ramsey Street and Watertown.

HAZMART CONTACT INFORMATION

Rupert Balderrama

email: ruperto.balderrama@us.army.mil

Directorate of Logistic
Chief, Supply & Services
phone: (575) 678-1330

Ross Diaz

Email: ross.diaz@us.army.mil

Toxic Materials Handler
phone: (575) 678- 4577

Ken Shoemaker

email: kenneth.m.shoemaker@us.army.mil

Site Manager
phone: (575) 678-5730

Jeff Rowe

email: jeffery.s.rowe@us.army.mil

Data Base Admin
phone: (575) 678-5619

Lawrence Boulanger

email: lawrence.boulanger@us.army.mil

Environmental Tech
phone: (575) 678-5280

Stevan Davis

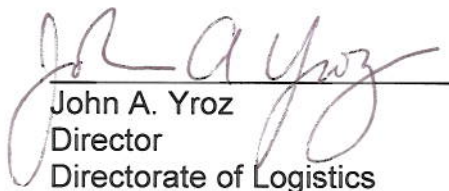
email: stevan.davis1@us.army.mil

Environmental Tech
phone: (575) 678-5167

ABBREVIATIONS AND ACRONYMS

| | |
|----------|---|
| AR | Army Regulation |
| BO | Billing Official |
| DA | Department of Army |
| DA PAM | Department of Army Pamphlet |
| DIS | Director of Installation Safety |
| DOD | Department of Defense |
| DODAAC | Department of Defense Address Activity Code |
| DTR | Defense Transportation Regulation |
| EPA | Environmental Protection Agency |
| E-SOP | External-Standard Operating Procedures |
| FIP | Free Issue Program |
| FM | Field Manual |
| HazMart | Hazardous Material Center |
| HMMP | Hazardous Material Management Program |
| HMMS | Hazardous Material Management System |
| HWMC | Hazardous Waste Management Center |
| MILSTRIP | Military Standard Requisitioning and Issue Procedures |
| MSDS | Material Safety Data Sheet |
| NBC | Nuclear, Biological, and Chemical |
| PA | Purchasing Agent |
| PCMS | Purchase Card Management System |
| POC | Point of Contact |
| RM | Resource Management |
| SAMS | Standard Army Maintenance System |
| SAP | Satellite Accumulation Point |
| SSA | Supply Support Activity |
| TM | Technical Manual |
| UIC | Unit Identification Code |
| ULLS | Unit-Level Logistics System |
| WSHM | White Sands Hazardous Material |
| WSMR | White Sands Missile Range |

APPROVED:


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